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ABSTRACT

The final book in a 5-book day camp manual is a questionnaire developed by the Ontario Camping Association to help directors of children's summer day camps check camp operations, principles, and procedures, and to help them determine how and where a camp can be improved. The questionnaire, to be completed by the director with the aid of another camp director who is a member of the Association's Standards Committee Visiting Team, consists of two parts. The 21 Mandatory Standards must be certified by the camp director and verified by the visitor in order for the camp to merit and maintain eligibility for Association accreditation. The Camping Practices part contains a 113-item questionnaire regarding basic camp information, health and sanitation, transportation, administration, safety, camp site facilities, equipment, program, personnel, and overall camp evaluation. Instructions for questionnaire completion are included. (SB)

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day camp manual

A STUDY OF MANDATORY STANDARDS AND DESIRABLE PRACTICES FOR CHILDREN'S DAY CAMPS

RC 012801

Ontario
Ministry of Culture and Recreation
Sports and Recreation Bureau

The material for Day Camp Manuals
was originally written and compiled by William Babcock,
Ontario Camping Association.

The 1974 revisions were prepared by
members of the Day Camp Committee, Ontario Camping Association
for Sports and Recreation Bureau
Ministry of Culture and Recreation.

TITLES IN THE DAY CAMP SERIES

1. Administration
2. Staff
3. The Camper
4. Program
5. A Study of Mandatory Standards
   and Desirable Practices for
   Children's Day Camps

Day Camp Manual
Book V

A Study of Mandatory Standards and Desirable Camping Practices for Children's Day Camps revised 1974

ONTARIO CAMPING ASSOCIATION

A STUDY OF MANDATORY STANDARDS AND DESIRABLE CAMPING

PRACTICES FOR CHILDREN'S DAY CAMPS

REVISED 1974

One of the prime purposes of the Ontario Camping Association is the promotion of better camping for our campers. Every camp director strives to improve his camp and his methods of operation. For this reason, he belongs to the Ontario Association, and in return the Association tries to help the camp director.

Except for the Mandatory Standard section, A Study of Camping Practices does not grade or evaluate a camp. It is a means whereby a camp director can check through his own operation, principles and procedures, and determine where he can improve his own camp. By having another camp director (member of the Standards Committee Visiting Team) go through each item of the questionnaire and discuss it with the camp's director, many facets of camping practice will be clarified.

No camp is expected to be able to answer all questions. Every camp and every camp site is different and these differences must be maintained in order to serve different kinds of campers. Under no condition is standardization desirable. This study will suggest these many differences and give camp directors the opportunity to discuss camping practices that cannot be adequately covered at our annual conference or in the Association's meetings during the winter months. We shall all profit when desirable practices are maintained and the undesirable discarded.

MUST BE COMPLETED BY VISITOR

Person(s) interviewed by visitor(s) .....

.....

.....

Position.....Date assumed position.....

Winter address.....

Visitor's signature.....Date of visit.....

Visitor's camp, agency or professional affiliation.....

.....

Visitor's position.....

Visitor's summer address.....Phone.....

.....

Visitor's winter address.....Phone.....

.....

BASIC DATA

Camp Co. No. .....

Name of camp..... Year established.....

Camp address.....

..... Camp phone.....

Name of sponsoring agency or owner.....

.....

..... Phone.....

Name of individual in whose name OCA camp membership is held.....

.....

Name of camp director.....

No. of years associated with this camp or camps operated by this sponsoring agency.....

Director's winter address.....

.....

Length of camp season.....

No. of periods..... Length of periods.....

There should be continuity in this camp experience over a period of not less than two weeks. Camp should operate five continuous days each week during the camp period.

Highest total of campers at one time.....

No. of boys..... No. of girls.....

Total number of staff..... (Unless otherwise indicated, staff means all employed persons.)

Constituency by age (circle youngest and oldest campers, put checks above ages having largest number of campers)

2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 over 18

IMPORTANT GENERAL INSTRUCTIONS

Must be read and material prepared prior to visit.

It will facilitate matters if the camp director will go through this whole book prior to visit, in order to have as much material as possible prepared in advance. Use this copy of the study as your work book. The visitor will be carrying an unused copy with him to be returned to the Standards Committee containing your final report.

Prior to the camp visit, the director should tabulate his complete* staff under the following headings: (*1 M.S.)

* Complete staff includes administrative and non-program staff, program specialist, counselors, and assistant or junior counselors.

a	b	c	d	e	f	g	h
Name or Payroll Number	Position	Birth Date	Years Camp Staff Experience	School Grade Compl'd	New Staff	Held Over	Years Camper Experience

Note: with regard to:

c Birth Date... the day, month, year are to be included.
d Years Camp Staff Experience... "Staff" indicates that the person has held staff responsibilities at any camp. (Does not include CIT experience.)
f New Staff... refers to those persons who have no previous association (as staff, campers or CIT's) with this camp operation.
g Held Over... refers to persons who have had previous association (as staff, campers or CIT's with this camp operation.
h Years camper experience... refer to Camper (or CIT) Experience in this camp.

From this tabulation, the answers to sections 48 to 63 will be readily available, saving considerable time during the actual visit. This tabulation must be returned with "The Study" to the Standards Committee.

The camp director should have on hand, and be thoroughly familiar with the following publications:
1 Province of Ontario Ministry of Health Regulations 518-1960.
2 Booklet supplied by RCMP Safety Afloat.
3 If riflery is a camp activity, instruction and regulations from the Dominion Marksmanship Association.
4 Business Principles in the OCA

MANDATORY STANDARDS

FOR CHILDREN'S DAY CAMPS

The following are standards and precepts which are held as being mandatory by the Ontario Camping Association. Adherence to them determines the initial and continued accreditation of the member camp. Desirable practices are listed throughout the book to enable the camp director to improve and maintain his own operation, principles and procedures. His observance of them determines whether the association declares him eligible or ineligible for accreditation. But the MANDATORY STANDARDS MUST BE CERTIFIED (by the camp) AND VERIFIED (by the visitor) IN ORDER TO MERIT AND MAINTAIN ELIGIBILITY FOR ACCREDITATION.

1 Tabulate staff lists as shown:

a	b	c	d	e	f	g	h
Name or Payroll Number	Position	Birth	Years Camp Staff Experience	School Grade Compl'd	New Staff	Held Over	Years Camper Experience

2 Camp conforms to all pertinent local health and sanitation regulations, and where applicable holds a licence from the Ontario Department of Health.

Current licence No. _____

3 The camp holds a form signed by the parent listing the camper's physical disabilities or allergies or any other pertinent health information of which the camp should be aware. In addition, the camp has the following information on the form:
a Parents' home telephone number
b Parents' business telephone number
c Emergency numbers, other than a or b
d Doctor's name and number
e OHIP number.

4 The camp water supply has been tested and approved by the Ontario Ministry of Health, both prior to camp and regularly during the camping season. In addition, proper steps are taken to render unknown water safe before use.

5 The camp director has had at least two seasons of leadership experience in an organized camp, recreational, or educational situation.

6 The director is 21 years of age or older.

7 There are facilities or areas in the camp to enable staff to have privacy from campers at off-duty times.

8 General safety practices regarding watercraft, comply with those set out by the Federal Department of Transport regulations.

9 Emergency telephone numbers are posted (near telephones) for fire department, police, hospital and/or physician on call.

10 Staff are familiar with camp emergency procedures regarding accidents and disasters. Drills to practise these procedures are carried out regularly.

11 The camp director personally carries out safety inspections of all camp facilities and immediately takes action to remedy any hazardous situations.

12 A responsible person, appropriately trained, is assigned to each ten campers on all trips away from the camp (exclusive of transportation regularly involved in getting campers to and from camp or to swimming instruction etc.). The number of such persons is never less than two.

13 a The person in charge of an out-of-camp trip (overnight or longer) is at least 18 years old, is familiar with the territory, and is aware of the location where help can be obtained in case of an emergency.

b The person assisting on an overnight or longer trip is at least 16 years old.

14 The camp has a registration or enrolment form for each camper, providing important information about the child, and written consent of parent or guardian for camper's attendance and participation in activities.

15 All road transportation equipment is maintained in safe operating condition, and meets the requirements of the Ontario Ministry of Transportation and Communications.

16 Drivers of camp vehicles are properly licenced.

17 The number of campers in transportation units does not exceed the available seating capacity of such units. There is at least one supervisory person in each vehicle other than the driver.

18 The camp knows and follows all aspects of the Ethics and Business Practice of the Ontario Camping Association.

19 The camp adequately provides all facilities and activities listed in its brochure.

20 The camp has accessible telephone or means of immediate communication with a source of aid. If other than telephone, state means of immediate communication used.

21 The camp has in attendance a registered nurse or a qualified first aid person holding a St. John Ambulance or Red Cross First Aid Certificate.

NOTE

These standards are listed here and are to be replied to in question form in the following portion of the book where applicable. The only exception is No. I (Staff List) which is requested and described fully on page 4.

DESIRABLE PRACTICES FOR CHILDREN'S

DAY CAMPS

NOTE: *indicates Mandatory Standard number

HEALTH AND SANITATION

Camp No.....

YES NO Leave blank for Committee use only

QUESTIONS:

1 Conforms to all pertinent local health and sanitation regulations, and where applicable holds a licence from the Ontario Ministry of Health. ___ ___ _____ (*2 M.S.)

Current licence No. _____

2 a The camp holds a form signed by the parent listing the camper's physical disabilities or allergies or any other pertinent health information of which the camp should be aware. In addition, the camp has the following information on the form:

a Parents' home telephone number.
b Parents' business telephone number.
c Emergency number, other than a) or b).
d Doctor's name and number.
e OHIP number. ___ ___ _____ (*3 M.S.)

b A physical examination by a physician and a medical history are requested within the two month period prior to arrival in camp.

1 For staff ___ ___ _____
2 For campers ___ ___ _____

This can be answered "Yes" only if this is required of all campers or staff, regardless of religious beliefs; attach a separate sheet stating the camp's policy in making an exception, especially statements that are required of parents.

YES NO Leave blank for Committee use only

A Medical History Form is available at the OCA office.

3 a The Medical History of the camper, (item 2b); is available in camp. ___ ___ _____

b Camp maintains a definite policy for health supervision of campers and staff at all times including such times campers are on out-of-town trips (over-night or longer). ___ ___ _____

Camp has:

i In-camp report of camper and staff visits to infirmary and emergency treatments. ___ ___ _____

ii Camp has in attendance a registered nurse or qualified first aid person holding a St. John Ambulance or Red Cross First Aid Certificate. ___ ___ _____ (*21 M.S.)

4 Arrangements have been made with a local physician to be on call, or arrangements for emergency treatment made with a local hospital. ___ ___ _____

These arrangements relative to physician may include periodic visits as well as being available whenever required

Name of doctor or hospital _____

Address _____

5 Camp has properly equipped first aid area and a designated location for quiet rest. ___ ___ _____

There is an adequate area and sufficient supplies for emergency treatment taking into consideration the number of campers and staff. ___ ___ _____

6 a The camp has an accessible telephone or means of immediate communication with a source of aid. If other than telephone, state means of immediate communication used. _____ ___ ___ _____ (*20 M.S.)

b Camp has ready access to a second phone ___ ___ _____

YES NO Leave blank for Committee use only

7 Emergency telephone numbers are posted near telephones for fire department, police, hospital and/or physician on call. ___ ___ _____ (*9 M.S.)

8 Suitable transportation is available at all times in the event of emergency ___ ___ _____

9 Staff are familiar with camp emergency procedures regarding accidents and disasters. Drills to practise these procedures are carried out regularly. ___ ___ _____ (*10 M.S.)

i It is advisable to have a definite procedure in case of emergencies. This will include first aid, parental notification, names of doctors, nurses, telephone numbers, to be called, transportation procedure. Some plan should be made in advance about the avoidance of panic in such an emergency, about public relations etc.

ii Although every staff member is not expected to hold a first aid certificate there should be some instruction given to all staff members who will be in charge of campers at any time:

a In recognition of possible symptoms.

b Procedures to follow in case of accident or illness.

c The danger of administration of medication.

10 Are toilets adequate in number and in cleanliness. ___ ___ _____

There is a ratio of 1 toilet or privy seat for every 20 persons.

11 Hand washing facilities are available near toilets. ___ ___ _____

12 The camp water supply has been tested and approved by the Ontario Ministry of Health, both prior to camp and regularly during the camping season. In addition, proper steps are taken to render unknown water safe before use. ___ ___ _____ (*4 M.S.)

13 Milk is pasteurized. ___ ___ _____

14 Purified water is used for reconstituting powdered milk in camp and on trips. ___ ___ _____

FOR CAMPS WHO SERVE FOOD IN A DINING AREA	YES	NO	Leave blank for Committee use only
15 a A dietitian or experienced food consultant is employed or has been consulted in planning menus.			
b Food handlers must comply with Ontario Ministry of Health regulations.			
16 Refrigeration for milk and perishable foods is maintained at a temperature of not over 50 degrees F. and as recommended by the Ontario Ministry of Health.			
17 Food storage, preparation and service space, and equipment are maintained clean and free from dirt and insects.			
FOR CAMPS WHICH DO DISHWASHING			
18 Dishwashing procedures and care of equipment comply with Ontario Ministry of Health Regulations.			
19 Liquid wastes are disposed of by facilities constructed and operated as required by and at locations approved by, the Ontario Ministry of Health or local board of health.			
20 Garbage and rubbish cans are:			
a Metal or plastic, waterproof, flyproof, and covered.			
b Emptied and cleaned daily.			
c Garbage and rubbish is hauled away from the camp for disposal			
OR			
If disposal is within the campsite it is by complete incineration or burial under six inches of well tamped earth.			
d Surroundings of garbage and rubbish receptacles are maintained clean and dry.			
21 Camp maintains control of insects and rodents in buildings and poisonous weeds in area of predominant use.			

HEALTH AND SANITATION TOTALS

YES NO Leave blank for Committee use only

SCORE: $\frac{\text{X 100}}{\text{maximum}}$ = %

CAMP SITE FACILITIES AND EQUIPMENT

22 Camp site provides privacy from general public, and is so located that the program does not suffer by continuous visitors. or the general public. ___ ___ _____

23 There are facilities or areas in camp to enable staff to have privacy from campers at off-duty times. ___ ___ _____ (7 M.S.)

24 The camp should be located within a reasonable distance from campers' homes depending on transportation available. One hour should be the maximum travelling time one way. ___ ___ _____

25 The camp site is free from unnecessary hazards. ___ ___ _____

The safety of the campers should determine the answer to this question. Staff should be made aware of potential hazards in the area around the camp, such as poison ivy, overhanging cliffs, railway or public highway running through the camp property.

26 The camp director personally carries out safety inspections of all camp facilities and immediately takes action to remedy any hazardous situations. ___ ___ _____ (11 M.S.)

27 The camp site has proper drainage. ___ ___ _____

28 The campsite provides natural resources that make possible an outdoor living experience. ___ ___ _____

29 All buildings or other structures are constructed properly and are maintained in safe condition and in accordance with local building codes. ___ ___ _____

30 All electric wiring and light fixtures are installed in accordance with local building codes and Ontario Hydro approved. ___ ___ _____

	YES	NO	Leave blank for Committee use only
31 All electric wiring and light fixtures are maintained in good repair.			
32 There are sufficient facilities kept in safe operating condition to carry out stated objectives and program.			
There should be a qualified, mature and experienced instructor in charge of each activity. If any activity is listed in the camp brochure or publicity, there should be sufficient equipment to carry out this objective.			
33 Swimming pools or waterfront areas are kept in a clean, safe and orderly condition and comply with all local regulations.			
The visitor and camp director may decide that "Yes" or "No" does not apply since conditions could be better. In that case, they may mutually choose a figure between zero and 10 which may express the condition to better satisfaction. Please circle figure chosen where 0 is "no" and 10 is "yes"			
0 1 2 3 4 5 6 7 8 9 10			
34 Camp has sufficient land available for program activities. This may include crown lands, and public parks adjacent to or easily accessible to camp property.			
35 Adequate provision is made for shelter of campers during inclement weather and for the continuation of program.			
36 Explain if a site other than the day camp site is used for overnights; it should meet all standards as described below:			
a Camp site is located away from undesirable resorts.			
b Camp site assures privacy.			

		YES	NO	Leave blank for Committee use only
36 c	Camp site provides good drainage.			
d	Camp site is protected from unnecessary hazards.			
e	Camp site provides natural resources.			
f	All buildings and other structures, equipment and facilities are in safe condition.			
g	Adequate provision is made for shelter of campers during inclement weather.			
37	When trips are made out of camp all equipment is in good repair and facilities are available in event of inclement weather for protection of campers and food supplies.			

CAMP SITE FACILITIES AND EQUIPMENT TOTALS

SCORE: $\frac{\text{X 100}}{\text{maximum}} = \%$

PROGRAM

38 OBJECTIVES The camp has objectives in the following areas:

Fun and adventure; health and safety; human relationships; reverence for life; knowledge and appreciation of the natural world; and the fulfilment of a camper's potential. ___ ___ _____

39 The camp adequately provides all facilities and activities listed in its brochure. ___ ___ _____ (* 19M.S.)

40 Program activities are geared to all ages, abilities, limitations and interests of the campers. ___ ___ _____

Does the camp program permit children to have a progressive experience by building on past knowledge? Is the type of activity and the amount of time spent on any one activity appropriate for the age of the child?

YES NO Leave blank for Committee use only

Illustrate.....

.....

.....

.....

41 There is opportunity for cooperative planning of activities by the campers and camp staff. ___ ___ _____

Explain.....

.....

Some of the possible examples may be:

- regularly scheduled camp councils with corresponding group meetings in a smaller group, such as a cabin or unit
- small unit or cabin group meetings to determine program activities for that particular group. These could include discussions on a method of keeping the living quarters clean; what to do about a visiting chipmunk; what the group will do during a certain period of the day
- certain activities may be planned by a cabin group so campers have the opportunity to share in deciding the how, when, where and what of an activity.
  Examples: planning a cookout or overnight, fishing trip or hike.

42 The program provides opportunities for:

a Individual activity-this means that the child with guidance, within limits and under adequate supervision, can select certain activities on a voluntary basis at some time during the program. ___ ___ _____

b Rest and quiet-adequate periods of rest are scheduled, with the amount dependent upon the age group and physical needs of the child. ___ ___ _____

c Small group activity-these are generally considered to be approximately 10 minutes. ___ ___ _____

	YES	NO	Leave blank for Committee use only
42 d Occasions involving the whole camp or large groups- this covers more than all camp swim, or eating together, but includes such things as stunt nights, camp fires, evening programs, special days, devotional or inspirational services.			
43 The camp program provides flexibility in the choice of certain daily activities by each group.			
44 The camp philosophy and program provide opportunity for strengthening family relationships and parent understanding of the program objectives.			

These may be conveyed through:

Information-gathering relative to the needs, interests and characteristics of the camper, so that the camp may better aid his or her development as an individual.

Evaluation letter to the parents from the counsellor or director.

Visitors' Day(s), Parents' Night.

Counselor-Parent(s) dialogue on the first day or Visitors' Day.

Telephone introduction by the counselor during pre-camp.

45 There are opportunities for the camper to:			
a Learn new camp skills and other activities common to camp life.			
b Participate in group projects, special events and ceremonies, social activities. Each camper is encouraged to participate actively at times, and not merely observe someone else.			
c Share in care and improvement of camp. This should aim in part to help the camper understand his responsibilities for equipment, grounds and for sharing in the care of camp and its facilities, such as taking care of his cabin or tent, and			

		YES	NO	Leave blank for Committee use only
45	c belongings, helping in the dining room, kitchen, helping with garden, etc.			
	d Increase his or her knowledge of the world in which he or she lives.			
	e Learn and understand his or her relationship to camp environment. Use the camp environment so that campers have a chance to do things they cannot normally do in the city. Include activities that could not be carried out if the same group were together in town. It will help if the examples listed can be as complete as possible, so as to get a picture of all the various ways this is being carried out. Some of the possible examples may be: through staff training, there is emphasis on a counselor 's opportunities to tie in the natural environment with other activities, and to stimulate a camper's curiosity and interest in his surrounding world.			
	overnight hikes, etc.			
	use of natural materials in program activities, weaving, dyeing, etc.			
	f Participate in planning and preparing meals. This refers to small group activity, but may include either indoor or outdoor cooking and meal preparation. It should be an actual experience of the camper, not merely an observation with the counselor doing the work.			
	g Create spiritual responses to camping experience. There should be definite plans on the part of the administration for helping counsellors to help children to verbalize and think of natural wonders, human relationships; this therefore involves environment and experiences.			
46	The program encourages the observance of:			
	a Health and safety rules			

		YES	NO	Leave blank for Committee use only
46 b	The practice of good habits of neatness and punctuality			
c	Individual initiative			
d	Consideration for others			
	Meal times are suitably established and observed.			
47 a	The camp regularly evaluates its objectives.			
b	The camp regularly evaluates its program in terms of the camp objectives.			
	PROGRAM TOTALS			

SCORE: $\frac{\text{X 100}}{\text{Maximum}}$ = %

LEADERSHIP
PERSONNEL - DEFINITIONS

Administrative and Non-Program Staff includes directors, head counselors, nurse, doctor, dietitian, business manager, bus drivers, kitchen, office and maintenance staff.

Program Specialist refers to those classified with such titles as waterfront director and other activity directors whose major responsibility is that of supervision and/or teaching of any given activity.

Counselor A camp counselor is a qualified person employed by a camp to assume full responsibility for a group (not exceeding 10 in number) of campers. At the same time it is recognized that in the relatively new field of teen-age day camping where shared leadership is being developed, a ratio of up to one leader to 15 campers may exist. A counselor is responsible to the camp director or a delegated supervisor. A counselor may assist in the direction and instruction of activities as secondary responsibility, but the major responsibility is toward the total care, welfare and program of 10 or less campers.

Assistant or Junior Counselor may be a person employed or assigned to assist a camp counselor in the care and welfare of a group of 10 or less campers. Certain authority and responsibilities may be delegated to or assumed by an

assistant or junior counselor. However, they should never have the full responsibility of supervising a group.

Counselors in Training are those members of the camp whose primary function is to participate in a planned training program to prepare him for a future position as a camp counselor. It is expected that a written evaluation will be given. This may take the form of a certificate or letter of assessment. He is not a staff person.

48 Counselor -camper ratio.

In computing the number of counselors, do not include administrative staff, junior counselors, or counselors in training.

Total number of campers in fullest camping period. _____

Number of campers 5 years old and under. _____

Number of campers over 5 and under 8 years. _____

Number of campers 8 to 12 years. _____

Number of teen-age campers 13 years old and over. _____

Similarly: number of counselors during the above period.

If campers are 5 years old and under, 1 counselor for _____ campers.

If campers are over 5 and under 8 years, 1 counselor for _____ campers.

If campers are 8 to 12 years, 1 counselor for _____ campers.

If campers are teen-age, 13 years and over, 1 counselor for _____campers.

For campers 5 years and under a ratio of 1 to 6.
For campers over 5 and under 8 years a ratio of 1 to 9.
For campers over 8 years a ratio of 1 to 10.

49 Number of counselors 18 years or older. _____

Number of counselors under 18 years of age. _____

50 Number of counselors who have completed grade 12. _____

Number of counselors who have not completed grade 12. _____

	YES	NO	Leave blank for Committee use only	
51 The camp director has had at least two seasons of leadership experience in an organized camp, recreational or educational situation.				(*5M.S.)
52 Director has had experience in administration and working with groups.				
53 Director is a graduate of college or university or has equivalent background.				
54 Director is 21 years or older and exhibits qualities or maturity and leadership				(*6M.S.)

55 To whom is authority delegated in the absence of the director? _____

Age _____ Qualifications _____

56 The camp uses a written job description for all types of positions in hiring and supervising staff. This is written material that describes responsibilities and duties of each camp position. It is material prepared without reference to a specific individual. Information found in general correspondence between employer and employees is not considered to be a job description.				
57 For selection of all personnel camp uses:				
a application forms				
b references				
c personal interviews				
d if applicant has been associated with another camp or children's organization, do you obtain a written or verbal reference from this source? (See Business Principles under the O.C.A.)				

YES NO Leave blank for Committee use only

58 Camp has a training program in addition to training prior to camp opening.
Describe_____ ___ ___ _____ _____

59 Does the camp plan and conduct a pre-camp training program? ___ ___ _____ _____

As the term implies, this refers to staff training that is conducted immediately prior to opening of camp. It is specifically a training course which provides an opportunity for staff members to get acquainted with one another, with the camp philosophy, with the camp site, with facilities, to learn objectives and programs, their specific jobs, and to become a working team.

Training shall be a least 24 hours in length, 16 of which should be on the camp site.

60 Camp has in-service training program throughout season, including program evaluation, individual job evaluation and group discussion through staff meetings. ___ ___ _____ _____

Describe_____

_____

_____

61 Camp has written personnel policies covering such matters as remuneration, time off, illness, job description, evaluation, personal conduct, conditions of re-employment, etc. ___ ___ _____ _____

62 Camp uses written contract with all personnel receiving salaries or wages. ___ ___ _____ _____

63 There is sufficient staff continuity of total staff personnel to give some stability. Minimum requirement might be 1/4 to 1/3 of the total programing and counselling staff, and previous CIT's. ___ ___ _____ _____

No. held over_____ No. of new staff_____

YES NO Leave blank for Committees use only

64 There are procedures through which staff members may readily express themselves on matters of camp policies and regulations, including those that affect themselves. These procedures might be: individual conferences, staff meetings, suggestion boxes, etc. ___ ___ _____

LEADERSHIP TOTALS ___ ___ _____

SCORE: $\frac{\text{X 100}}{\text{Maximum}} = \quad \%$

SAFETY

65 The waterfront director or supervisor has Red Cross, YMCA or Royal Life Saving Society qualifications as per OCA standards. ___ ___ _____

66 The waterfront director is 18 years old or over. It is recommended that the waterfront director has had at least one year's prior experience assisting a qualified waterfront director. ___ ___ _____

67 Persons are free from other duties while on lifeguard duty. ___ ___ _____

68 There is a camp rule against:
a swimming alone ___ ___ _____

b swimming after dark without adequate precaution and lighting ___ ___ _____

c swimming without proper supervision ___ ___ _____

69 When swimming, the buddy system is used by everyone, staff and campers alike. ___ ___ _____

OR

70 A check board or other suitable checking system is used for everyone in the swimming area. ___ ___ _____

71 There is at least one lifeguard for every 10 persons swimming. ___ ___ _____

	YES	NO	Leave blank for Committee use only	
72 Individual swimming tests are conducted before swimmers are allowed beyond their depth.				
73 Swimming is restricted to an enclosed approved area.				
74 If swimming out of approved area, swimmers are accompanied by a boat manned by two persons, carrying approved life saving equipment.				
75 Non-swimmers are restricted to enclosed shallow water area.				
76 The camp director, or operator, carries out regular personal inspections of waterfront equipment to ensure safe conditions. Practices and equipment for waterfront comply with Red Cross Society, or Royal Life Saving Society standards or those of an organization with equivalent standards.				
77 There are written and posted safety rules for use of watercraft and swimming, applying to campers, staff, and visitors alike.				
78 Precautions are taken against overloading watercraft. Information re power boats can be obtained from RCMP.				
79 General safety practices regarding watercraft, comply with those set out by the Federal Department of Transport regulations.				(*8M.S.)
80 A check-in system is used for boating.				
81 Non-swimmers when in boats:				
a Are accompanied by a competent adult.				
b Wear life jackets.				
82 a Water skiers wear life jackets when skiing.				
b Each water ski boat has an operator and at least one spotter.				

YES NO Leave blank for Committee use only

83 Boats, other than those used for lifeguard purposes are banned from areas being used for swimming. ___ ___ _____

84 Precautions are taken so that the waterfront, dock areas, swimming areas or swimming pools are safeguarded during off-activity periods. ___ ___ _____

85 There are provisions for closing off entrances to waterfront areas and swimming pools, (all swimming pools are fenced). ___ ___ _____

86 The director inspects all fire protection facilities:

a Fire extinguishers and other suitable fire fighting equipment placed at strategic and easily accessible points. ___ ___ _____

b Containers for gasoline or other flammable materials are properly marked and stored at a safe distance from other buildings. ___ ___ _____

c The above materials are used only under qualified supervision. ___ ___ _____

87 Camp provides adequate length of fire hose, if water under pressure is available. (Please indicate if water is not under pressure. .....) ___ ___ _____

88 Fireplaces and chimneys are properly built and protected. ___ ___ _____

89 Fireplaces, chimneys and kitchen ranges are inspected annually prior to the opening of camp. ___ ___ _____

In some townships of Ontario, building permits are required when building or remodelling. Local by-laws exist for fireplace and and chimney constructions.

90 Pre-camp arrangements are made for fire protection with available local facilities. ___ ___ _____

YES NO Leave blank for Committee use only

91 Where applicable, fire permits are obtained from the Ontario Ministry of Natural Resources or local authorities, before operating an incinerator or lighting open fires. ___ ___

92 Second story sleeping accommodation is provided with adequate fire escape facilities. ___ ___

93 Procedures for fire drill, emergency action for accidents or any natural disaster are planned and practised. ___ ___

94 a If riflery is included in the camp program, firearms are used and stored under qualified supervision. (Please indicate if riflery is not included in camp program) ___ ___

It is recommended that visitors refer to and become familiar with the Dominion Marksmanship standards when visiting camps that conduct a riflery program.

b If archery is included in the camp program, bows and arrows are used and stored under qualified supervision. (Please indicate if archery is not included in camp program) ___ ___

c If riding is included in the camp program, is it planned and conducted in a manner to ensure safety to all participants. It is recommended that helmets be worn. ___ ___

Safety measures include the careful selection of riding instructors; horses suited to the varying abilities of the campers; careful supervision and maintenance of equipment.

95 a A responsible person, appropriately trained, is assigned to each ten campers on all trips away from the camp (exclusive of transportation regularly involved in getting campers to and from camp or to swimming instruction etc.) The number of such persons in never less than two. ___ ___ (*12M.S.)

YES NO Leave blank for Committee use only

b The camp has a written record of every extended (overnight) trip away from camp. ___ ___

For canoe, riding, or hiking trips in particular, where the group is out of touch with the camp for several days, written record should be kept under the following headings: date of departure; due date of return; name of all personnel; counselor in charge; counselor assisting; route of trip; food taken on trip; first aid supplies taken on trip; anticipated camp sites each night away from camp.

96 Camp regulations regarding swimming and watercraft are observed on all out of camp trips. ___ ___

97 a The person in charge of an out-of-camp trip (overnight or longer) is at least 18 years old, is familiar with the territory, and is aware of the location where help can be obtained in case of an emergency.

b The person assisting on an overnight or longer trip is at least 16 years old. ___ ___ (*13M. S.)

c Person in charge of an overnight or longer canoe trip has had instruction in first aid and lifesaving, and a first aid kit is carried. ___ ___

d Counselor has been cautioned against the purchase of food (especially milk) or use of water from questionable sources. ___ ___

98 Safety rules are observed in the use of tools and power tools. ___ ___

Maintenance equipment is kept in a tool shop under the control of a member of the maintenance staff. Craft equipment is stored properly under the supervision of a craft instructor.

99 Campers are not permitted to take tools and use them carelessly. Power tools have safety devices to prevent accident. ___ ___

SAFETY TOTALS

SCORE: $\frac{\text{X } 100}{\text{Maximum}}$ = % ___ ___

ADMINISTRATION

YES NO Leave blank for Committee use only

100 Camp has the following records or copies on the camp site.

a Budget: It is not necessary that the visitor study the camp budget. Evidence of such a record is sufficient to indicate that funds are expended in the proper areas and the director has done his best to operate efficiently. ___ ___ _____

b Financial Statement It is necessary that the visitor be assured that the camp maintains a complete and recent financial statement. Because financial statements are usually prepared from a complete appraisal of camp financial operation, evidence of a statement indicates good business practice. ___ ___ _____

c Food Records Food records should included invoices of food purchases; menus of meals served, menus of food supplies issued for canoe trips. ___ ___ _____

d Inventories Lists of supplies used in camp operation. Inventory of athletic supplies, arts and crafts supplies, kitchen and dining room supplies. ___ ___ _____

e The camp has a registration or enrolment form for each camper, providing important information about the child, and written consent of parent or guardian for camper's attendance and participation in activities. ___ ___ _____ (*14 M.S.)

The minimum requirements on a camp registration form should include full name of camper, age, home address, home phone, and one or both parents or guardians' names, occupational location of father, and any other address of either or both parents during the camper's stay in camp, name, address and phone number of family doctor, dates and times to be spent in camp; an agreement between parent and camp, relative to the welfare, care and permissible activity of the camper, and parent's or guardian's signature. (Other information as determined by the camp administration is, of course, permissible.)

	YES	NO	Leave blank for Committee use only
f Record of Camper's Progress. A method of recording each camper's activities, goals achieved, tests passed and participation in camp functions.			
g Record of Health Examination and /or a statement including the disclosure of any limitations which would affect activities, available to persons concerned.			
This can be the same form as item 2a under Health and Sanitation.			
h A record of first aid and medical treatment of campers, staff and other persons, as well as a written report of each accident is kept on file.			
Where staff is covered by Workmen's Compensation, a duplicate of the claim form should be retained in camp for future reference.			
Where campers are covered under an insurance, health and accident plan, a duplicate of the claim form should be retained in camp for future reference.			
Above reports should include statements from witnesses and investigating officers.			
i Reports of program from previous years. Files are kept on planning and procedure for various activities and special day programs.			
101 INSURANCE			
a Workmen's Compensation. Not compulsory, but it is the best value in insurance for a camp director.			
b Comprehensive liability. Not compulsory, but a most necessary type of insurance when dealing with the public.			

YES NO Leave blank for Committee use only

c Motor Vehicle ___ ___ _____

d Motor Vehicle - non owner ___ ___ _____

e Fire and extended coverage ___ ___ _____

f Health and accident for campers ___ ___ _____

The camp knows and follows all aspects of the Ethics and Business Practice of the Ontario Camping Association ___ ___ _____ (*18M. S)

ADMINISTRATION TOTALS ___ ___ _____

SCORE: $\frac{\text{X 100}}{\text{Maximum}}$ = %

TRANSPORTATION

102 All road transportation equipment is maintained in safe operating condition, and meets the requirements of the Ontario Ministry of Transportation and Communications ___ ___ _____ (*15 M. S.)

103 A program of transportation safety education is carried on for staff members, campers and drivers ___ ___ _____

Explain.....

.....

104 Drivers of camp vehicles are properly licenced. ___ ___ _____ (*16M. S.)

105 Each driver of a camp vehicle has been selected for dependability, good habits and unquestionable good character. ___ ___ _____

106 Each driver who is involved in transporting campers is at least 21 years of age. ___ ___ _____

	YES	NO	Leave blank for Committee use only	
107 Each driver has had at least one year's experience as a driver.				
108 The number of campers in transportation units does not exceed the available seating capacity for such units. There is at least one supervisory person in each vehicle other than the driver.				(*17 M.S.)
109 Each transportation unit carries adequate first aid equipment.				
110 The camp provides adequate supervision in transportation units. In a vehicle which carries more than 8 campers, a counsellor is provided in addition to the driver.				
111 If the camp charters transportation units, the owners of such vehicles have produced evidence that they are fully licensed and insured for operation in the Province of Ontario.				
112 Where campers are picked up in various areas, safety procedures have been explained to both campers and parents.				
113 A plan exists for a procedure to be followed in event of transportation emergency or vehicle breakdown.				
TRANSPORTATION TOTALS				

SCORE: $\frac{\text{X 100}}{\text{Maximum}}$ = %

THIS IS FOR USE OF STANDARDS COMMITTEE

(Visitors will leave this entire section blank)

Where a question does not apply there is no scoring in either column. Therefore, for each camp there will be a different maximum possible score.

STUDY OF CAMPING PRACTICE SCORE			
Camp	Score	Maximum Score	%
Health & Sanitation			
Camp site, Facilities & Equipment			
Program			
Leadership			
Safety			
Administration			
Transportation			
TOTAL			

ALL MANDATORY STANDARDS HAVE BEEN MET: YES_____ NO_____